

# DRAWING FUNDS

## PURPOSE

In this chapter, you will learn how to use the ASAP system to draw Federal funds.

## REVIEW

- ▶ All funds in the ASAP system reside in **ASAP Accounts**.
- ▶ The structure of each ASAP Account includes the **Federal Agency** providing the funds, the **Recipient Organization** which ultimately uses the funds, and an **Account ID**, assigned by the Federal Agency when it establishes the ASAP Account, to identify what the account is for.

In the ASAP system,

- ▶ Each Federal Agency is identified by an eight-digit **Agency Location Code** and, optionally, a two-character **Region Code**.
- ▶ Each Recipient Organization is identified by a seven-digit **Recipient ID**.
- ▶ Each **Account ID** is from 1 through 20 letters and/or numbers. The Account ID may be at, above, or below the program or grant level.

To specify an ASAP Account from which to draw funds, you must indicate a valid combination of

**Agency Location Code/Region + Recipient ID + Account ID.**

- ▶ There is one more number you need in order to draw funds: the seven-digit **Requestor ID** assigned to your organization, which you use to sign on to ASAP.

---

---

## DRAWING FUNDS

- ▶ To begin drawing funds (making payment requests), you need to specify the following:
  - 1 - What screens you want to use to make your request;
  - 2 - What you want the payment sent to the financial institution to look like; and
  - 3 - When you want ASAP to send the funds to your financial institution.

the 1 - ASAP Request Processes: You will choose one of the following options from Payment Request Processing Menu:

- ▶ **Master Payment Request** screens: Request funds from a **master list** of all the ASAP Accounts from which you are allowed to draw. You will see the ASAP Accounts automatically displayed by the system and organized by Federal Agency and Recipient Organization.
- ▶ **Template Payment Request** screens: Draw funds from a list of ASAP Accounts you have **custom-built** yourself from the master list.

2 - Payment Packaging: Choose one of these two options:

- ▶ **Individual** payments, which means a separate transfer of funds to your financial institution for EACH draw against EACH ASAP Account. Choose individual payments if you want to:
  - receive same-day payment (via FEDWIRE); or
  - have each ACH payment appear as a separate deposit to your bank account.

The individual packaging option allows payment requestors to assign a different **Requestor Reference Number** of their own choosing to each payment.

- ▶ **Summary** payments, which means ONE transfer of funds to your financial institution for draws from multiple ASAP Accounts potentially encompassing multiple Federal Agencies and/or Recipient Organizations. Choose summary payments if you want to:
  - Consolidate draws from several ASAP Accounts into one deposit to your bank account.

Only ACH payments may be summary payments.

The summary packaging option allows payment requestors to assign one **Requestor Reference Number** of their own choosing to the entire summary payment. Each draw within the summary payment would then carry the same Requestor Reference Number in the accompanying remittance information.

3 - *Settlement of funds*: Again, there are two options:

- ▶ **Same-day** payment. Funds settle at your financial institution within minutes after your request is made and approved in ASAP. You may request same-day payments from 8:30 AM Eastern time through 5:45 PM Eastern time. Check with your financial institution for the availability of funds.

**NOTE:** There is a cost associated with receiving FEDWIRE payments, and you should check with your bank and/or Treasurer's office to see if requesting FEDWIRE payments is the best option for you.

All same-day ASAP payments are made via FEDWIRE. There is limited remittance information transmitted with each FEDWIRE payment. Consult the **ASAP Payments Format Package** for more information.

- ▶ **ACH** payment. Funds settle on the morning of the next business day after your request is made and approved in ASAP. You may request ACH payments from 8:30 AM Eastern time through 11:59 PM Eastern time for settlement the following business day. Check with your financial institution for availability of funds.

ACH payments may be warehoused in the ASAP system to settle up to 32 days from the date of the payment request. Payment requests may only be warehoused for ACH transactions. Payment warehousing is available through both Master Payment Request and Template Payment Request Processing. Both Individual and Summary ACH payments may be warehoused. Payments may not be warehoused to settle beyond an ASAP account's end date and available account balances are reduced upon approval of the warehoused payment request. In the event that a warehoused payment request needs to be changed, the original payment must be cancelled and a new payment request initiated (See Section 3.3, Payment Cancellation). Availability of the ASAP system payment warehousing capability is at the discretion of the Federal agency. Certain Federal programs lend themselves to the request of future dated payment requests, whereas others do not.

Along with capability to request future dated ACH payments, users are able to cancel pending ACH payments. A pending payment is defined as either a next-day ACH payment that has been approved, but has not yet been sent to the ACH system or an approved, future dated ACH payment that has not yet been sent to the ACH system. If a payment is cancelled, the available balance(s) for the affected account(s) will be automatically updated. Users have immediate access to these funds.

All ACH ASAP payments, whether packaged individually or as a summary payment, are made via the Automated Clearing House (ACH) in the Corporate Trade Exchange (CTX) format. All ACH payments made via ASAP carry detailed **remittance information** in the addenda of the CTX payment record. The remittance information allows for the identification of each draw from each ASAP Account which comprises the ACH payment. The remittance information is carried in a complete EDI transaction set (ANSI X12 820, version 3040) which can be processed electronically. Consult the **ASAP Payments Format Package** for more information.

- ! All payment requests in ASAP are **approved or rejected immediately**. The available balance of each ASAP Account affected is decreased by the amount of the request as soon as the request is approved (posted), even though the actual transfer of funds occurs later in the day, the next business day or a future date.

### SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the Payment Request Processing function and are worth special mention here.

- ▶ **Type of Payment** - This one-character field allows you to specify how you want your draws packaged. Type "S" for summary payments or "I" for individual payments.
- ▶ **Settlement Date** - The date on which you want the funds you draw to settle at your financial institution. You must specify either the date of the next business day for ACH payments, the current date for FEDWIRE payments or the future date for warehoused payments. Note that all date fields in ASAP are four-digit fields (i.e., "1997" instead of "97").
- ▶ **Requestor Reference Number** - an identifier of your choosing, from 1 to 15 characters, which you may assign to individual payments (FEDWIRE or ACH) or to an entire summary payment (ACH only).
- ▶ **Cash on Hand** - an optional field for you to use as needed to indicate the amount of Federal funds in your Payment Requestor organization's bank account.

- ▶ **ASAP Sequence Number** - an identifier assigned by the ASAP system when a payment request is approved. It consists of the following:

**Date** - the date the request was approved.

**Terminal ID** - for users accessing ASAP through the Advantis network, the user ID of the person who initiated the request is captured in this part of the sequence number.

**Sequence #** - a sequential number used to identify the session during which the request was made on a given terminal and date.

**Time** - the time when the request was posted.

A “session” consists of entering and **posting** a payment request. For that reason, when you post a summary request, the system assigns one ASAP Sequence Number to the **entire** summary payment. For individual payment requests, one ASAP Sequence Number is assigned to each **page** of draws.

! The ASAP Sequence Number is assigned for system purposes to uniformly identify all posted payment requests. You can use it if you feel comfortable with it; however, you may prefer to identify your payment request transactions with a Requestor Reference Number of your own choice.

- ▶ **ITM #** - Item numbers identifying the line items (draws from ASAP Accounts) within each request session.
- ▶ **SDP Flag** - abbreviation for Same Day Payment Flag. On all Individual payment request screens, this flag allows the user to confirm the settlement date. The flag defaults to “N” (for No), which indicates settlement via ACH. You must change it to “Y” (for Yes) to confirm that you want same-day settlement for a FEDWIRE request. The SDP Flag **must be in agreement** with the settlement date you specified. If it is not, you must change either the flag or the settlement date so that they agree.

## FUNCTION KEYS TO NOTE

Function keys within ASAP allow you to navigate between screens. Some function keys are standard throughout the system - these are listed below. Other function keys only appear on certain screens and will be discussed as appropriate. Note that only available function keys are displayed to you on the screens. On some screens, function keys will not be available to you until after you have entered a value in the Action field and pressed Enter.

### Standard Function Keys

F2=EXIT	Allows you to exit ASAP and log off.
F3=PRMT	Takes you to the previous prompt screen.
F4=MENU	Takes you to the previous menu.
F5=MAIN	Takes you to the Main menu.
F7=PGUP	Moves you to the previous screen of data.
F8=PGDN	Moves you to the next screen of data.

## ACTION FIELDS TO NOTE

On the payment request screens, you will see an Action field. The Action field allows you to tell the system what to do with the data that you have keyed in on the screen. Action field values and their corresponding meaning are listed below.

<u>Action Field Value</u>	<u>Result</u>
P=POST	The system edits your entries for errors, and returns any error messages to the screen. If no errors are found, your entry is processed and the database is updated.
V=VALIDATE	The system edits your entries for errors. You are notified by screen message if there are errors and also if there are no errors. However, the entries are not processed and the database is not updated.
R=REFRESH	All data that you have entered on the screen is erased.
E=ESCAPE	Indicates that you wish to leave the screen without posting any data.
J=JUMP	When you have multiple pages of data, this allows you to specify a page to "jump" to, rather than using the F8=PGDN key or F7=PGUP key to move between pages.

## GETTING STARTED

In this chapter, you will learn how to use the **MASTER** and **TEMPLATE** payment request processes. The following sections cover each screen used to make Master and Template payment requests.

In the previous chapter, you have seen how to access ASAP and get to the **Main Menu**. To draw funds, choose option #1 - **Payment Request Processing** from the Main Menu. The Payment Request Processing Menu appears. See the Example on the next page.



**ACTION:**

Type 1 for the Payment Request Processing option and press Enter.

SPASAP	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/1997
SPASAP	MAIN MENU SELECTIONS	HH:MM:SS
01/08/1997 T		
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> ACCOUNT/AUTHORIZATION PROCESSING		
<4> RETURNED PAYMENT PROCESSING		
<5> TABLE MAINTENANCE		
<6> FRB SUPPORT PROCESSING		
<7> REPORT REQUEST PROCESSING		
ASAP ID	ENTER SELECTION NUMBER: 1	
ORGANIZATION ACCESS CODE:	PRESS ENTER	
F2=EXIT		

**RESULT:**

The Payment Request Processing menu appears.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
01/08/1997 T		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
ENTER SELECTION NUMBER:		
PRESS ENTER		
F2=EXIT	F5=MAIN	

**SECTION 3.1**  
**MASTER PAYMENT REQUESTS**

## PURPOSE

In this section you will learn how to use the Master Payment Request feature to create summary and individual payments.

## MASTER LISTS OF ASAP ACCOUNTS

All of the ASAP Accounts from which you as a Payment Requestor may draw funds comprise a **Master List** of accounts for your organization. You can pull up portions of your Master List by specifying the Federal Agency providing the funds and the Recipient Organization using the funds; in other words, by specifying two of the three component parts of the ASAP Account. The system will automatically display all Account IDs associated with that combination. You can then scroll through the Account IDs and request funds from any or all that you need, packaging your requests as either individual payments (one account, one payment) or summary payments (many accounts, one payment).

If you draw funds from only **one Federal Agency** for only **one Recipient Organization**, there is only one Federal Agency-Recipient Organization combination you can specify.

If you draw funds from **multiple Federal Agencies** for only **one Recipient Organization**, you can easily pull up a different portion of your Master List of ASAP Accounts just by specifying a different Federal Agency.

The Examples in this section will illustrate how to draw funds in the scenarios described above using the Master Payment Request feature. To get to the starting point for each Example, follow the step on the next page.

**ACTION:**

On the Payment Request Processing Menu, select menu option 2 for the Master Payment Request Prompt and press Enter.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
01/08/1997 T		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
ENTER SELECTION NUMBER: 2		
PRESS ENTER		
F2=EXIT	F5=MAIN	

**RESULT:**

The Master Payment Request Prompt appears.

SP025C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP025CO	MASTER PAYMENT REQUEST PROMPT SCREEN	HH:MM:SS
01/08/1997 T		
REQUESTOR ID: 0101234		
TYPE OF PAYMENT: (I OR S)		
SETTLEMENT DATE:		
REQUESTOR REFERENCE NUMBER:		
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:		
RECIPIENT ID:		
AGENCY LOCATION CODE/REGION:		
CASH ON HAND:		
F4=MENU F5=MAIN		

**SECTION 3.1.1****MASTER PAYMENT REQUESTS:  
SUMMARY PAYMENTS**

## GUIDE TO EXAMPLES

The following pages contain examples of how to use the Master Summary Payment Request to draw funds.

Recall that all summary payment requests result in a single ACH payment - regardless of how many accounts, from how many Federal Agencies and on behalf of how many Recipient Organizations you request funds.

- **All requestors** should follow EXAMPLE 1 to see how the basic functions of this feature work.
- If you are a **requestor who draws from multiple Federal Agencies**, follow EXAMPLE 2 for how to build a single summary payment for requests from more than one Federal agency.

### NOTE:

- ▶ ACH payments may be warehoused for future settlement from the Master Payment Request option, follow Example 2 to see how a payment is warehoused for future settlement.
- ▶ In the event that a Master request for a warehoused payment includes funds from more than one Federal Agency, all of the accounts in question must permit payment warehousing.

**EXAMPLE ONE**

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, selecting from MORE THAN one screen of Account IDs. We are requesting ACH payments.

- ▶ One Federal Agency
- ▶ One Recipient Organization
- ▶ MORE THAN one screen of accounts
- ▶ ACH payment

**STEP 1 - ACTION:**

Fill in the prompt screen and press Enter.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/08/97
SP025CO          MASTER PAYMENT REQUEST PROMPT SCREEN            HH:MM:SS
01/08/1997 T

REQUESTOR ID:   0101234

TYPE OF PAYMENT:  S  (I OR S)

SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUMBER: 012345678910123

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:   0101111
AGENCY LOCATION CODE/REGION: 11000001
CASH ON HAND:

                                F4=MENU F5=MAIN

```

**STEP 1 - RESULT:**

The request entry screen appears with all Account IDs associated with the Federal Agency - Recipient Organization combination specified on the prompt. Each page can display up to 10 account IDs, and we have 2 pages of accounts in this example. You know this because you are on Page 1 of 2, and you have an F8=PGDN (page down) function key displayed.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN      HH:MM:SS
01/08/1997 T

REQUESTOR ID:   0101234
SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUM: 012345678910123
RECIPIENT ID:   0101111
AGENCY LOCATION CODE/REGION: 11000001
ASAP SEQUENCE NUMBER:

                                PAGE      1 OF      2
                                TYPE OF PAYMENT: S

                                TOTAL AMOUNT REQUESTED:
                                CASH ON HAND:

ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED  ITM #
F1R10001
F1R10002
F1R10003
F1R10004
F1R10005
F1R10006
F1R10007
F1R10008
F1R10009
F1R10010
ACTION:            (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                F8=PGDN  F9=ALC  F10=RO

```

**STEP 2 - ACTION:**

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID on this page. If desired,

you may type a V in the ACTION field and press Enter to validate this page and see the pre-request available balances. Here we will use the F8=PGDN function key to page down to the rest of the accounts.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN		HH:MM:SS
01/08/1997 T			
REQUESTOR ID: 0101234	PAGE	1 OF	2
SETTLEMENT DATE: 01/09/1997	TYPE OF PAYMENT: S		
REQUESTOR REFERENCE NUM: 012345678910123			
RECIPIENT ID: 0101111	TOTAL AMOUNT REQUESTED:	9000	
AGENCY LOCATION CODE/REGION: 11000001	CASH ON HAND:		
ASAP SEQUENCE NUMBER:			

  

ACCOUNT ID	AVAILABLE BALANCE	AMOUNT REQUESTED	ITM #
F1R10001			
F1R10002			
F1R10003		1000	
F1R10004			
F1R10005			
F1R10006			
F1R10007		2000	
F1R10008			
F1R10009		3000	
F1R10010			

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

F8=PGDN F9=ALC F10=RO

### STEP 2 - RESULT:

The second page of Account IDs for this Federal Agency - Recipient Organization combination appears. Note that you are on Page 2 of 2, and the F7=PGUP function key is displayed.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN		HH:MM:SS
01/08/1997 T			
REQUESTOR ID: 0101234	PAGE	2 OF	2
SETTLEMENT DATE: 01/09/1997	TYPE OF PAYMENT: S		
REQUESTOR REFERENCE NUM: 012345678910123			
RECIPIENT ID: 0101111	TOTAL AMOUNT REQUESTED:	\$9,000.00	
AGENCY LOCATION CODE/REGION: 11000001	CASH ON HAND:		
ASAP SEQUENCE NUMBER:			

  

ACCOUNT ID	AVAILABLE BALANCE	AMOUNT REQUESTED	ITM #
F1R10011			
F1R10012			
F1R10013			
F1R10014			
F1R10015			

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

F7=PGUP F9=ALC F10=RO

I0034 DATA ON PREVIOUS SUMMARY SCREEN SAVED

### STEP 3 - ACTION:

Enter the AMOUNT REQUESTED from each desired Account ID on this page. Type a P in the ACTION field and press Enter to post the summary request. When posting a summary request from any page of a master list, you post all of the component requests together to form one single ACH payment to your financial institution. **You DO NOT post each page on which you entered requests.**

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      PAGE      2 OF      2
SETTLEMENT DATE: 01/09/1997                  TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 012345678910123
RECIPIENT ID: 0101111                      TOTAL AMOUNT REQUESTED: $9,000.00
AGENCY LOCATION CODE/REGION: 11000001      CASH ON HAND:
ASAP SEQUENCE NUMBER:

ACCOUNT ID      AVAILABLE BALANCE      AMOUNT REQUESTED  ITM #
F1R10011
F1R10012                      2000
F1R10013
F1R10014
F1R10015                      1000

ACTION:  P      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                F7=PGUP      F9=ALC      F10=RO
I0034      DATA ON PREVIOUS SUMMARY SCREEN SAVED

```

**STEP 3 - RESULT:**

You are returned to the **first** page of accounts, with updated available balances.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      SUMMARY POSTED          PAGE      1 OF      2
SETTLEMENT DATE: 01/09/1997                  TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 012345678910123
RECIPIENT ID: 0101111                      TOTAL AMOUNT REQUESTED: $9,000.00
AGENCY LOCATION CODE/REGION: 11000001      CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000002 1040226

ACCOUNT ID      AVAILABLE BALANCE      AMOUNT REQUESTED  ITM #
F1R10001
F1R10002
F1R10003                      $499,000.00          $1,000.00          01
F1R10004
F1R10005
F1R10006
F1R10007                      $498,000.00          $2,000.00          02
F1R10008
F1R10009                      $497,000.00          $3,000.00          03
F1R10010

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F11=NWSM
I0043      SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

```

**STEP 4 - ACTION:**

Press F8=PGDN to view page 2 of the posted summary request.



```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      1 OF      2
SETTLEMENT DATE: 01/09/1997          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 012345678910123
RECIPIENT ID: 0101111          TOTAL AMOUNT REQUESTED: $9,000.00
AGENCY LOCATION CODE/REGION: 11000001 CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000002 1040226

ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED  ITM #
F1R10001
F1R10002
F1R10003          $499,000.00          $1,000.00      01
F1R10004
F1R10005
F1R10006
F1R10007          $498,000.00          $2,000.00      02
F1R10008
F1R10009          $497,000.00          $3,000.00      03
F1R10010
ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F11=NWSM
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

```

**STEP 4 - RESULT:**

The second page appears, complete with updated available balances. **Note:** The ASAP SEQUENCE NUMBER is the same for all pages of a summary request.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      2 OF      2
SETTLEMENT DATE: 01/09/1997          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 012345678910123
RECIPIENT ID: 0101111          TOTAL AMOUNT REQUESTED: $9,000.00
AGENCY LOCATION CODE/REGION: 11000001 CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000002 1040226

ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED  ITM #
F1R10011
F1R10012          $498,000.00          $2,000.00      04
F1R10013
F1R10014
F1R10015          $499,000.00          $1,000.00      05

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F7=PGUP          F11=NWSM
I0054 PAGING PERFORMED.

```

**STEP 5 - ACTION:**

Press F3=PRMT to return to a blank Master Payment Request Prompt screen.

```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      2 OF      2
SETTLEMENT DATE: 01/09/1997          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 012345678910123
RECIPIENT ID: 0101111          TOTAL AMOUNT REQUESTED: $9,000.00
AGENCY LOCATION CODE/REGION: 11000001          CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000002 1040226

      ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED  ITM #
      F1R10011
      F1R10012          $498,000.00          $2,000.00      04
      F1R10013
      F1R10014
      F1R10015          $499,000.00          $1,000.00      05

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT  F4=MENU  F5=MAIN          F7=PGUP          F11=NWSM
I0054  PAGING PERFORMED.
```

### STEP 5 - RESULT:

The blank prompt screen appears. **Note** - The Requestor ID does not appear automatically when returning to the prompt by using the F3 function key.

```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP025CO          MASTER PAYMENT REQUEST PROMPT SCREEN          HH:MM:SS
01/08/1997 T

REQUESTOR ID:

TYPE OF PAYMENT:          (I OR S)

SETTLEMENT DATE:
REQUESTOR REFERENCE NUMBER:

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:
AGENCY LOCATION CODE/REGION:
CASH ON HAND:

      F4=MENU  F5=MAIN
```

**EXAMPLE TWO**

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, selecting from MORE THAN one screen of Account IDs. We are requesting a warehoused ACH payment.

- ▶ One Federal Agency
- ▶ One Recipient Organization
- ▶ MORE THAN one screen of accounts
- ▶ Warehoused (ACH) payment

**STEP 1 - ACTION:**

Fill in the prompt screen using the Agency Location Code for the Federal Agency. Select a payment settlement date up to 32 days from the current system cycle date. Press Enter.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP025CO          MASTER PAYMENT REQUEST PROMPT SCREEN                HH:MM:SS
01/08/1997 T

REQUESTOR ID:   0101234

TYPE OF PAYMENT:  S  (I OR S)

SETTLEMENT DATE: 01/22/1997
REQUESTOR REFERENCE NUMBER: 132345678910124

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:   0101111
AGENCY LOCATION CODE/REGION: 11000001
CASH ON HAND:

F4=MENU F5=MAIN

```

**STEP 1 - RESULT:**

The request entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
SETTLEMENT DATE: 01/22/1997
REQUESTOR REFERENCE NUM: 132345678910124
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001
ASAP SEQUENCE NUMBER:
TOTAL AMOUNT REQUESTED:
CASH ON HAND:
PAGE 1 OF 2
TYPE OF PAYMENT: S

ACCOUNT ID      AVAILABLE BALANCE      AMOUNT REQUESTED      ITM #
F1R10001
F1R10002
F1R10003
F1R10004
F1R10005
F1R10006
F1R10007
F1R10008
F1R10009
F1R10010
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F8=PGDN F9=ALC F10=RO

```

**STEP 2 - ACTION:**

Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from all accounts. Then enter the AMOUNT REQUESTED from each desired Account ID on this page. Type P in the ACTION field and press Enter to post the warehoused summary

request.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
SETTLEMENT DATE: 01/22/1997
REQUESTOR REFERENCE NUM: 132345678910124
RECIPIENT ID: 0101111          TOTAL AMOUNT REQUESTED: 10000
AGENCY LOCATION CODE/REGION: 11000001    CASH ON HAND:
ASAP SEQUENCE NUMBER:
ACCOUNT ID      AVAILABLE BALANCE      AMOUNT REQUESTED  ITM #
F1R10001
F1R10002
F1R10003
F1R10004
F1R10005          5000
F1R10006          5000
F1R10007
F1R10008
F1R10009
F1R10010
ACTION: P      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F8=PGDN F9=ALC F10=RO

```

**STEP 2 - RESULT:**

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE 1 OF 2
SETTLEMENT DATE: 01/22/1997          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910124
RECIPIENT ID: 0101111          TOTAL AMOUNT REQUESTED: $10,000.00
AGENCY LOCATION CODE/REGION: 11000001    CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000003 1044001
ACCOUNT ID      AVAILABLE BALANCE      AMOUNT REQUESTED  ITM #
F1R10001
F1R10002
F1R10003
F1R10004
F1R10005          $495,000.00          $5,000.00      01
F1R10006          $495,000.00          $5,000.00      02
F1R10007
F1R10008
F1R10009
F1R10010
ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F11=NWSM
I0043  PAYMENT REQUEST SUCCESSFULLY POSTED AND WAREHOUSED, ACCT BAL ADJUSTED.

```

**STEP 3 - ACTION:**

Press F3=PRMT to return to a blank Master Payment Request Prompt screen.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      1 OF      2
SETTLEMENT DATE: 01/22/1997          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910124
RECIPIENT ID: 0101111          TOTAL AMOUNT REQUESTED: $10,000.00
AGENCY LOCATION CODE/REGION: 11000001          CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000003 1044001
ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED  ITM #
F1R10001
F1R10002
F1R10003
F1R10004
F1R10005          $495,000.00          $5,000.00      01
F1R10006          $495,000.00          $5,000.00      02
F1R10007
F1R10008
F1R10009
F1R10010
ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F11=NWSM
I0043  SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

```

### STEP 3 - RESULT:

The blank prompt screen appears.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP025CO          MASTER PAYMENT REQUEST PROMPT SCREEN          HH:MM:SS
01/08/1997 T

REQUESTOR ID:

TYPE OF PAYMENT:      (I OR S)

SETTLEMENT DATE:
REQUESTOR REFERENCE NUMBER:

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:
AGENCY LOCATION CODE/REGION:
CASH ON HAND:

          F4=MENU F5=MAIN

```

### EXAMPLE THREE

**Reminder:** You only need to work through this example if you will be requesting funds from more than one Federal Agency through ASAP.

Using the **Master Summary** Request feature, we will draw funds from TWO Federal Agencies on behalf of one Recipient Organization, selecting from one screen of Account IDs for each Federal Agency - Recipient Organization combination. We are requesting ACH payments.

- ▶ TWO Federal Agencies
- ▶ One Recipient Organization
- ▶ One screen of Account IDs for two Federal Agency - Recipient Organization combination
- ▶ ACH payments

**STEP 1 - ACTION:**

Fill in the prompt screen using the Agency Location Code for the first Federal Agency. Press Enter.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/08/97
SP025CO         MASTER PAYMENT REQUEST PROMPT SCREEN            HH:MM:SS
01/08/1997 T

REQUESTOR ID:   0101234

TYPE OF PAYMENT: S  (I OR S)

SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUMBER: 132345678910123

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:   0101111
AGENCY LOCATION CODE/REGION: 11000001
CASH ON HAND:

                                F4=MENU F5=MAIN

```

**STEP 1 - RESULT:**

The request entry screen appears with all Account IDs associated with the Federal Agency - Recipient Organization combination specified on the prompt.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/08/97
SP030EO         SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN      HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234                                     PAGE      1 OF      2
SETTLEMENT DATE: 01/09/1997                             TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910123
RECIPIENT ID: 0101111      TOTAL AMOUNT REQUESTED:
AGENCY LOCATION CODE/REGION: 11000001      CASH ON HAND:
ASAP SEQUENCE NUMBER:

ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED      ITM #
F1R10001
F1R10002
F1R10003
F1R10004
F1R10005
F1R10006
F1R10007
F1R10008
F1R10009
F1R10010
ACTION:             (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                F8=PGDN F9=ALC F10=RO

```

**STEP 2 - ACTION:**

Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from BOTH Federal agencies. Then enter the AMOUNT REQUESTED from each



desired Account ID on this page. WITHOUT POSTING, press F9=ALC.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN		HH:MM:SS
01/08/1997 T			
REQUESTOR ID: 0101234	PAGE	1 OF	2
SETTLEMENT DATE: 01/09/1997	TYPE OF PAYMENT: S		
REQUESTOR REFERENCE NUM: 132345678910123			
RECIPIENT ID: 0101111	TOTAL AMOUNT REQUESTED:	59000	
AGENCY LOCATION CODE/REGION: 11000001	CASH ON HAND:		
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	AVAILABLE BALANCE	AMOUNT REQUESTED	ITM #
F1R10001			
F1R10002		5000	
F1R10003		4000	
F1R10004			
F1R10005			
F1R10006			
F1R10007			
F1R10008			
F1R10009			
F1R10010			
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F8=PGDN F9=ALC F10=RO			

### STEP 2 - RESULT:

You return to the prompt with all information as you typed it earlier EXCEPT the Agency Location Code/Region field is blank. **Note:** You are still in the process of making a request, so you do not have the option of navigating to Menu screens via F4 or F5. F11 allows you to return to the list screen you just left without adding additional accounts to the request.

SP025C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		01/08/97
SP025CO	MASTER PAYMENT REQUEST PROMPT SCREEN		HH:MM:SS
01/08/1997 T			
REQUESTOR ID: 0101234			
TYPE OF PAYMENT: S (I OR S)			
SETTLEMENT DATE: 01/09/1997			
REQUESTOR REFERENCE NUMBER: 132345678910123			
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:			
RECIPIENT ID: 0101111			
AGENCY LOCATION CODE/REGION:			
CASH ON HAND:			
F11=LIST			
I0034	DATA ON PREVIOUS SUMMARY SCREEN SAVED.		

### STEP 3 - ACTION:

Enter the Agency Location Code/Region for the second Federal Agency from which you wish to draw funds in this summary payment request. Press Enter.

```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/08/97
SP025CO          MASTER PAYMENT REQUEST PROMPT SCREEN            HH:MM:SS
01/08/1997 T

REQUESTOR ID:   0101234

TYPE OF PAYMENT: S  (I OR S)

SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUMBER: 132345678910123

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:   0101111
AGENCY LOCATION CODE/REGION: 22000000/02
CASH ON HAND:

F11=LIST

I0034          DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

### STEP 3 - RESULT:

The request entry screen appears with all accounts for the NEW Federal Agency - Recipient Organization combination just specified on the prompt. **Note:** This new list becomes page 3 of the summary request.

```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN      HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234                                PAGE      3 OF      3
SETTLEMENT DATE: 01/09/1997                            TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910123
RECIPIENT ID: 0101111                                TOTAL AMOUNT REQUESTED: $59,000.00
AGENCY LOCATION CODE/REGION: 22000000/02  CASH ON HAND:
ASAP SEQUENCE NUMBER:
ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED  ITM #
F2R10001
F2R10002
F2R10003
F2R10004

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F7=PGUP          F9=ALC F10=RO
```

### STEP 4 - ACTION:

Enter the AMOUNT REQUESTED from each desired Account ID on this page. Type P in the ACTION field and press Enter to post the entire summary request.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234                      PAGE      3 OF      3
SETTLEMENT DATE: 01/09/1997                  TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910123
RECIPIENT ID: 0101111                      TOTAL AMOUNT REQUESTED: $59,000.00
AGENCY LOCATION CODE/REGION: 22000000/02  CASH ON HAND:
ASAP SEQUENCE NUMBER:
  ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED  ITM #
  F2R10001
  F2R10002
  F2R10003                      20000
  F2R10004                      30000

ACTION:  P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                      F7=PGUP          F9=ALC F10=RO

```

**STEP 4 - RESULT:**

Once again, after posting from any page in a Master Summary request, you return to the first page of the request.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      SUMMARY POSTED          PAGE      1 OF      3
SETTLEMENT DATE: 01/09/1997                  TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910123
RECIPIENT ID: 0101111                      TOTAL AMOUNT REQUESTED: $59,000.00
AGENCY LOCATION CODE/REGION: 11000001  CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000003 1053476
  ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED  ITM #
  F1R10001
  F1R10002                      $495,000.00          $5,000.00      01
  F1R10003                      $495,000.00          $4,000.00      02
  F1R10004
  F1R10005
  F1R10006
  F1R10007
  F1R10008
  F1R10009
  F1R10010
ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F11=NWSM
I0043  SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

```

**STEP 5 - ACTION:**

Press F8=PGDN **twice**, to view page 3 of the posted summary request.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      1 OF      3
SETTLEMENT DATE: 01/09/1997          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910123
RECIPIENT ID: 0101111          TOTAL AMOUNT REQUESTED: $59,000.00
AGENCY LOCATION CODE/REGION: 11000001 CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000003 1053476
  ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED  ITM #
  F1R10001
  F1R10002          $495,000.00          $5,000.00      01
  F1R10003          $495,000.00          $4,000.00      02
  F1R10004
  F1R10005
  F1R10006
  F1R10007
  F1R10008
  F1R10009
  F1R10010
ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F11=NWSM
I0043  SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

```

**STEP 5 - RESULT:**

The third page appears, containing the draws from the second Federal Agency. Again the available balances reflect the draws. **Note:** The ASAP SEQUENCE NUMBER is the same on all pages of a summary request.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      3 OF      3
SETTLEMENT DATE: 01/09/1997          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910123
RECIPIENT ID: 0101111          TOTAL AMOUNT REQUESTED: $59,000.00
AGENCY LOCATION CODE/REGION: 22000000/02 CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000003 1053476
  ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED  ITM #
  F2R10001
  F2R10002
  F2R10003          $180,000.00          $20,000.00      03
  F2R10004          $170,000.00          $30,000.00      04

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F7=PGUP          F11=NWSM
I0054  PAGING PERFORMED.

```

**STEP 6 - ACTION:**

Press F3=PRMT to return to a blank Master Payment Request Prompt screen.

```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN          HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      3 OF      3
SETTLEMENT DATE: 01/09/1997          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910123
RECIPIENT ID: 0101111          TOTAL AMOUNT REQUESTED: $59,000.00
AGENCY LOCATION CODE/REGION: 22000000/02 CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000003 1053476
ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED  ITM #
F2R10001
F2R10002
F2R10003          $180,000.00          $20,000.00      03
F2R10004          $170,000.00          $30,000.00      04

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F7=PGUP          F11=NWSM
I0054          PAGING PERFORMED.
```

### STEP 6 - RESULT:

The blank prompt screen appears.

```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP025CO          MASTER PAYMENT REQUEST PROMPT SCREEN          HH:MM:SS
01/08/1997 T

REQUESTOR ID:

TYPE OF PAYMENT:          (I OR S)

SETTLEMENT DATE:
REQUESTOR REFERENCE NUMBER:

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:
AGENCY LOCATION CODE/REGION:
CASH ON HAND:

          F4=MENU F5=MAIN
```

## SECTION 3.1.2 MASTER PAYMENT REQUESTS: INDIVIDUAL PAYMENTS

### GUIDE TO EXAMPLES

The following pages contain examples of how to use the Master Individual Payment Request feature to draw funds.

**Recall** that a summary payment must be an ACH payment, but an individual payment may be either an ACH or a same-day (Fedwire) payment.

- Requestors who wish to request **same-day payments via FEDWIRE** should follow the steps in EXAMPLE 1.
  
- If you are a **requestor who draws from multiple Federal Agencies through ASAP**, follow the steps in EXAMPLE 2 for how to make individual payment requests from multiple Federal agencies.

**\*\*\*VERY IMPORTANT\*\*\***

A significant difference between summary and individual payment request processing is:

- ▶ Summary payment requests are **posted once**, regardless of how many pages of accounts are requested against.
  
- ▶ Individual payment requests must be **posted one page at a time**.

**EXAMPLE ONE**

Using the **Master Individual** Payment Request feature, we will draw funds from one Federal Agency for one Recipient Organization, selecting from more than one screen of accounts. We will request **SAME-DAY (FEDWIRE)** payments.

- ▶ One Federal Agency
- ▶ One Recipient Organization
- ▶ More than one page of accounts
- ▶ Same-day (FEDWIRE) payments

**STEP 1 - ACTION:**

Fill in the prompt screen as shown below (specifying same-day settlement) and press Enter.

**Note:** We will enter a partial Requestor Reference Number here and fill it in differently for each request on the entry screen in order to distinguish them.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP025CO         MASTER PAYMENT REQUEST PROMPT SCREEN                HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234

TYPE OF PAYMENT: I (I OR S)

SETTLEMENT DATE: 01/08/1997
REQUESTOR REFERENCE NUMBER: 9875612340

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001
CASH ON HAND:

F4=MENU F5=MAIN

```

**STEP 1 - RESULT:**

The request entry screen appears. All accounts for the Federal Agency - Recipient Organization combination specified on the prompt have been pulled up and can be viewed on four separate pages. This is indicated where the screen shows that you are on page 1 of 4.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO         INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      PAGE      1 OF      4
SETTLEMENT DATE: 01/08/1997                TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 9875612340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001      CASH ON HAND:
ASAP SEQUENCE NUMBER:

ACCOUNT ID      AVAILABLE BALANCE      SDP FLAG
AMOUNT REQUESTED      SETTLEMENT DATE      REQ REF NUM      ITM #

F1R10001                      N
                                01/08/1997      9875612340
F1R10002                      N
                                01/08/1997      9875612340
F1R10003                      N
                                01/08/1997      9875612340
F1R10004                      N
                                01/08/1997      9875612340

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F8=PGDN

```

**STEP 2 - ACTION:**

Change the Same-Day Payment (SDP) Flag to **Y** (Yes) to correspond to the settlement date. Enter the amount requested from the desired accounts, and change the Requestor Reference



Number to identify each payment separately. Type a P in the Action field and press Enter to post this page. **REMEMBER that you must post individual payments a page at a time.**

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      PAGE      1 OF      4
SETTLEMENT DATE: 01/08/1997                TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 9875612340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001      CASH ON HAND:
ASAP SEQUENCE NUMBER:
      ACCOUNT ID      AVAILABLE BALANCE      SDP FLAG
      AMOUNT REQUESTED      SETTLEMENT DATE      REQ REF NUM      ITM #
F1R10001
                                01/08/1997      9875612340      N
F1R10002
                                01/08/1997      98756123401      Y
      100,000
F1R10003
                                01/08/1997      9875612340      N
F1R10004
                                01/08/1997      98756123402      Y
      200,000
ACTION: P      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                F8=PGDN
  
```

### STEP 2 -RESULT:

The requests are posted. A single ASAP Sequence Number is assigned to the page, with Item Numbers assigned to each account from which funds were requested.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234      REQUEST(S) POSTED                      PAGE      1 OF      4
SETTLEMENT DATE: 01/08/1997                TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 9875612340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001      CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000005 1340225
      ACCOUNT ID      AVAILABLE BALANCE      SDP FLAG
      AMOUNT REQUESTED      SETTLEMENT DATE      REQ REF NUM      ITM #
F1R10001
                                / /
F1R10002
                                $395,000.00      Y
      $100,000.00      01/08/1997      98756123401      01
F1R10003
                                / /
F1R10004
                                $300,000.00      Y
      $200,000.00      01/08/1997      98756123402      02
ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN      F8=PGDN F9=ALC F10=RO
I0042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED. VERIFY ALL PAGES HAVE POSTED.
  
```

### STEP 3 -ACTION:

Use F8=PGDN to page down to request funds from the next page of accounts.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO         INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          REQUEST(S) POSTED          PAGE      1 OF      4
SETTLEMENT DATE: 01/08/1997          TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 9875612340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001          CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000005 1340225

          ACCOUNT ID          AVAILABLE BALANCE          SDP FLAG
          AMOUNT REQUESTED          SETTLEMENT DATE          REQ REF NUM          ITM #

F1R10001
F1R10002          $100,000.00          / /          Y
F1R10003          $100,000.00          01/08/1997          98756123401          01
F1R10004          $200,000.00          / /          Y
F1R10004          $200,000.00          01/08/1997          98756123402          02

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                F3=PRMT F4=MENU F5=MAIN          F8=PGDN F9=ALC F10=RO
I0042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED.  VERIFY ALL PAGES HAVE POSTED.

```

**STEP 3 - RESULT:**

The second page of accounts appears.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO         INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          PAGE      2 OF      4
SETTLEMENT DATE: 01/08/1997          TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 9875612340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001          CASH ON HAND:
ASAP SEQUENCE NUMBER:

          ACCOUNT ID          AVAILABLE BALANCE          SDP FLAG
          AMOUNT REQUESTED          SETTLEMENT DATE          REQ REF NUM          ITM #

F1R10005
F1R10006          01/08/1997          9875612340          N
F1R10007          01/08/1997          9875612340          N
F1R10008          01/08/1997          9875612340          N
F1R10008          01/08/1997          9875612340          N
F1R10008          01/08/1997          9875612340          N

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                F7=PGUP F8=PGDN
I0054 PAGING PERFORMED

```

**STEP 4 -ACTION:**

Change the SDP Flag to Y. Enter the amount requested from the desired account for a third same-day payment. Post this request.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO         INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      PAGE      2 OF      4
SETTLEMENT DATE: 01/08/1997                TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 9875612340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001      CASH ON HAND:
ASAP SEQUENCE NUMBER:

ACCOUNT ID      AVAILABLE BALANCE      SDP FLAG
AMOUNT REQUESTED SETTLEMENT DATE    REQ REF NUM    ITM #
F1R10005                    01/08/1997      98756123403    Y
50,000
F1R10006                    01/08/1997      9875612340    N
F1R10007                    01/08/1997      9875612340    N
F1R10008                    01/08/1997      9875612340    N
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F7=PGUP F8=PGDN
I0054 PAGING PERFORMED

```

**STEP 4 - RESULT:**

The request is posted. An ASAP Sequence Number is assigned, with an Item Number assigned to the account from which funds were requested.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO         INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234      REQUEST(S) POSTED                      PAGE      2 OF      4
SETTLEMENT DATE: 01/08/1997                TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 9875612340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001      CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000006 141025

ACCOUNT ID      AVAILABLE BALANCE      SDP FLAG
AMOUNT REQUESTED SETTLEMENT DATE    REQ REF NUM    ITM #
F1R10005                    $450,000.00      01/08/1997      98756123403    Y
$50,000.00
F1R10006                    / /
F1R10007                    / /
F1R10008                    / /
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F3=PRMT F4=MENU F5=MAIN      F7=PGUP F8=PGDN F9=ALC F10=RO
I0042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED. VERIFY ALL PAGES HAVE POSTED.

```

**STEP 5 - ACTION:**

Press F3=PRMT to return to the Master Payment Request Prompt.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          REQUEST(S) POSTED          PAGE    2 OF    4
SETTLEMENT DATE: 01/08/1997          TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 9875612340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001          CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000006 141025

          ACCOUNT ID          AVAILABLE BALANCE          SDP FLAG
          AMOUNT REQUESTED          SETTLEMENT DATE          REQ REF NUM          ITM #
F1R10005          $50,000.00          $450,000.00          Y          01
F1R10006          01/08/1997          98756123403
F1R10007          / /
F1R10008          / /
          / /

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F7=PGUP F8=PGDN F9=ALC F10=RO
I0042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED.  VERIFY ALL PAGES HAVE POSTED.

```

**STEP 5 - RESULT:**

The blank prompt screen appears.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP025CO          MASTER PAYMENT REQUEST PROMPT SCREEN              HH:MM:SS
01/08/1997 T

REQUESTOR ID:

TYPE OF PAYMENT:          (I OR S)

SETTLEMENT DATE:
REQUESTOR REFERENCE NUMBER:

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:
AGENCY LOCATION CODE/REGION:
CASH ON HAND:

          F4=MENU F5=MAIN

```

**EXAMPLE TWO**

**Reminder:** You only need to complete this example if you will be requesting from more than one Federal Agency through ASAP.

Using the **Master Individual** Payment Request feature, we will draw funds on behalf of one Recipient Organization from TWO Federal Agencies, each time selecting from one screen of accounts. We will request individual **ACH** payments, using the optional **Requestor Reference Number** to identify each payment separately.

- ▶ TWO Federal Agencies
- ▶ One Recipient Organization
- ▶ One screen of accounts for each Federal Agency - Recipient Organization combination
- ▶ ACH payments

**STEP 1 - ACTION:**

Fill in the prompt screen as shown below (specifying ACH settlement) and press Enter. **Note:** We will enter a partial Requestor Reference Number here and fill it in differently for each request on the entry screen in order to distinguish them.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP025CO         MASTER PAYMENT REQUEST PROMPT SCREEN                HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234

TYPE OF PAYMENT: I (I OR S)

SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUMBER: 1111111340

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001
CASH ON HAND:

F4=MENU F5=MAIN

```

**STEP 1 - RESULT:**

The request entry screen appears. The screen indicates that you are on Page 1 of 4.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO         INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN      HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234                      PAGE      1 OF      4
SETTLEMENT DATE: 01/09/1997                TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 1111111340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001      CASH ON HAND:
ASAP SEQUENCE NUMBER:

ACCOUNT ID      AVAILABLE BALANCE      SDP FLAG
AMOUNT REQUESTED      SETTLEMENT DATE      REQ REF NUM      ITM #

F1R10001                                N
                                01/09/1997      1111111340
F1R10002                                N
                                01/09/1997      1111111340
F1R10003                                N
                                01/09/1997      1111111340
F1R10004                                N
                                01/09/1997      1111111340
ACTION:        (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F8=PGDN

```

**STEP 2 - ACTION:**

Enter the amount requested from the desired accounts, and change the Requestor Reference Number to identify each payment separately. Leave the SDP Flag as N for No, since the

settlement date is the next business day. Type a P in the Action field and press Enter to post this page.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      PAGE      1 OF      4
SETTLEMENT DATE: 01/09/1997                TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 1111111340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001      CASH ON HAND:
ASAP SEQUENCE NUMBER:
ACCOUNT ID      AMOUNT REQUESTED      AVAILABLE BALANCE      SDP FLAG
                SETTLEMENT DATE      REQ REF NUM      ITM #
F1R10001
                01/09/1997      1111111340      N
F1R10002      25000      01/09/1997      1111111340 9701
F1R10003
                01/09/1997      1111111340      N
F1R10004      30000      01/09/1997      1111111340 9702
ACTION: P      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F8=PGDN

```

## STEP 2 - RESULT:

This page of requests is approved and posted.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234      REQUEST(S) POSTED                      PAGE      1 OF      4
SETTLEMENT DATE: 01/09/1997                TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 1111111340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001      CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000006 1440225
ACCOUNT ID      AMOUNT REQUESTED      AVAILABLE BALANCE      SDP FLAG
                SETTLEMENT DATE      REQ REF NUM      ITM #
F1R10001
                / /
F1R10002      $25,000.00      $370,000.00      N
F1R10003      01/09/1997      1111111340 9701      01
F1R10004
                / /
F1R10004      $30,000.00      $270,000.00      N
                01/09/1997      1111111340 9702      02
ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F3=PRMT F4=MENU F5=MAIN      F8=PGDN F9=ALC F10=RO
I0042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED. VERIFY ALL PAGES HAVE POSTED.

```

## STEP 3 - ACTION:

Press the F9=ALC function key to specify the next Federal Agency.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          REQUEST(S) POSTED          PAGE    1 OF    4
SETTLEMENT DATE: 01/09/1997          TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 1111111340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001          CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000006 1440225

          ACCOUNT ID          AVAILABLE BALANCE          SDP FLAG
          AMOUNT REQUESTED          SETTLEMENT DATE          REQ REF NUM          ITM #
F1R10001
F1R10002          $25,000.00          / /          $370,000.00          N          1111111340 9701    01
F1R10003
F1R10004          $30,000.00          / /          $270,000.00          N          1111111340 9702    02

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F8=PGDN F9=ALC F10=RO
I0042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED.  VERIFY ALL PAGES HAVE POSTED.

```

**STEP 3 - RESULT:**

The prompt appears with the Agency Location Code/Region field blank.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP025CO          MASTER PAYMENT REQUEST PROMPT SCREEN              HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234

TYPE OF PAYMENT:  I  (I OR S)

SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUMBER: 1111111340

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION:
CASH ON HAND:

          F4=MENU F5=MAIN

```

**STEP 4 - ACTION:**

Type in the Agency Location Code/Region of the next Federal Agency from which you wish to draw funds for this Recipient Organization. Press Enter.



```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/08/97
SP025CO         MASTER PAYMENT REQUEST PROMPT SCREEN             HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234

TYPE OF PAYMENT: I (I OR S)

SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUMBER: 1111111340

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 22000000/02
CASH ON HAND:

F4=MENU F5=MAIN

```

**STEP 4 - RESULT:**

The request entry screen re-appears with the accounts for the new Federal Agency - Recipient Organization combination just specified. **NOTE** that you are on Page 1 of 1. The screen with the first Federal Agency - Recipient Organization combination was posted in Step 2 and is no longer displayed.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/08/97
SP030BO         INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN   HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234                                     PAGE      1 OF      1
SETTLEMENT DATE: 01/09/1997                             TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 1111111340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 22000000/02    CASH ON HAND:
ASAP SEQUENCE NUMBER:

ACCOUNT ID      AVAILABLE BALANCE      SDP FLAG
AMOUNT REQUESTED  SETTLEMENT DATE  REQ REF NUM    ITM #
F2R10001                01/09/1997      1111111340      N
F2R10002                01/09/1997      1111111340      N
F2R10003                01/09/1997      1111111340      N
F2R10004                01/09/1997      1111111340      N
ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 5 - ACTION:**

Request funds from the desired accounts, remembering to assign a different reference number to each request. Leave the SDP Flag as N for No, since the settlement date is the next business day. Type P in the ACTION field and press Enter to Post.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO         INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      PAGE      1 OF      1
SETTLEMENT DATE: 01/09/1997                TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 1111111340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 22000000/02    CASH ON HAND:
ASAP SEQUENCE NUMBER:

```

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE SETTLEMENT DATE	SDP FLAG REQ REF NUM	ITM #
F2R10001			N	
	10000	01/09/1997	1111111340 9703	
F2R10002		01/09/1997	N	
			1111111340	
F2R10003			N	
	5000	01/09/1997	1111111340 9704	
F2R10004			N	
		01/09/1997	1111111340	

ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

**STEP 5 - RESULT:**

This page of requests is approved and posted.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO         INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          REQUEST(S) POSTED                      PAGE      1 OF      1
SETTLEMENT DATE: 01/09/1997    TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 1111111340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 22000000/02    CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000007 1445225

```

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE SETTLEMENT DATE	SDP FLAG REQ REF NUM	ITM #
F2R10001		\$190,000.00	N	
	\$10,000.00	01/09/1997	11111113409703	01
F2R10002		/ /		
F2R10003		\$165,000.00	N	
	\$5,000.00	01/09/1997	11111113409704	02
F2R10004		/ /		

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)  
 F3=PRMT F4=MENU F5=MAIN F9=ALC F10=RO  
**I0042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED. VERIFY ALL PAGES HAVE POSTED.**

**STEP 6 - ACTION:**

Press F4=MENU to return to the Payment Request Processing menu.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          REQUEST(S) POSTED          PAGE    1 OF    1
SETTLEMENT DATE: 01/09/1997          TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 1111111340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 22000000/02          CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000007 1445225

ACCOUNT ID          AVAILABLE BALANCE          SDP FLAG
AMOUNT REQUESTED          SETTLEMENT DATE          REQ REF NUM          ITM #
F2R10001          $10,000.00          $190,000.00          N          01
F2R10002          / /          01/09/1997          1111111340 9703
F2R10003          $5,000.00          $165,000.00          N          02
F2R10004          / /          01/09/1997          1111111340 9704
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F3=PRMT F4=MENU F5=MAIN          F9=ALC F10=RO
I0042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED.  VERIFY ALL PAGES HAVE POSTED.

```

### STEP 6 - RESULT:

The Payment Request Processing menu appears.

```

SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP020AO          PAYMENT REQUEST PROCESSING          HH:MM:SS
01/08/1997 T

<1>  TEMPLATE PAYMENT REQUEST PROMPT
<2>  MASTER PAYMENT REQUEST PROMPT
<3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
<4>  BOOK ENTRY ADJUSTMENT PROMPT
<5>  PAYMENT CANCELLATION PROMPT

ENTER SELECTION NUMBER:
PRESS ENTER

F2=EXIT          F5=MAIN

```

## SECTION 3.2 TEMPLATE PAYMENT REQUESTS

### PURPOSE

In this section you will learn how to:

- create a custom-built list of ASAP Accounts (or Template) for your own use; and

- ▶ use the Template Payment Request feature to create summary and individual payments.

## CREATING AND USING TEMPLATES

In the previous section, you learned about the Master List of ASAP Accounts for your organization in the ASAP system and how to use it to draw funds.

You may find that there are certain ASAP Accounts from which you regularly draw funds. Instead of pulling up the entire Master List of accounts and selecting the same accounts over and over each time you wish to draw from them, you can perform the selection process once, store the recurring group of accounts on a **template**, and then use the template to request funds. In this way, creating and using a template is a shortcut, saving you time and keystrokes in the payment request process.

Using a template to request funds is similar to using the Master Payment Request process. You will be able to request both summary payments (draws from multiple accounts resulting in one payment) and individual payments (one account, one payment). Again, individual payments can be made via ACH or FEDWIRE, but summary payments can be made via ACH only.

### NOTE:

- ▶ Once you have created a template, you need to **make a note of the template name**. Also, share that information with others who will be using the template. There is currently no way to inquire on template names in the ASAP system.
- ▶ If a Federal Agency adds more ASAP Accounts for you to request against, and you want any or all of those accounts to appear on any of your templates, you must **add those accounts to your template(s)**. New accounts, or any accounts for that matter, do not “appear” on any template without you adding them.

The Examples in this section will illustrate how to create and modify a template, and how to draw funds using the Template Payment Request feature.

## SECTION 3.2.1

### CREATE PAYMENT REQUESTOR TEMPLATE

#### GUIDE TO EXAMPLES

The following pages contain examples of how to create and modify Payment Requestor Templates.

All users should walk through Examples 1 and 2.

In **Example 1**, you will see how to create a simple template containing ASAP Accounts for a single Federal Agency-Recipient Organization combination.

In **Example 2**, you will see how to modify a previously created template.

**TO BEGIN CREATING OR MODIFYING A TEMPLATE****ACTION:**

On the Payment Request Processing Menu, type 3 for the Create Payment Requestor Template Prompt and press Enter.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
01/08/1997 T		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
ENTER SELECTION NUMBER: 3		
PRESS ENTER		
F2=EXIT	F5=MAIN	

**RESULT:**

The Create Payment Requestor Template Prompt appears.

SP320A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP320AO	CREATE PAYMENT REQUESTOR TEMPLATE PROMPT SCREEN	HH:MM:SS
01/08/1997 T		
ACTION:	<A> ADD TEMPLATE	<C> CHANGE TEMPLATE
	<D> DELETE TEMPLATE	
REQUESTOR ID:		
TEMPLATE NAME:		
AGENCY LOCATION CODE/REGION: /		
RECIPIENT ID:		
F4=MENU F5=MAIN		

**EXAMPLE ONE**

Using the Create Payment Template feature, you will create and store a template.

- ▶ One Federal Agency
- ▶ One Recipient Organization
- ▶ Multiple pages of accounts

**STEP 1 - ACTION:**

Fill in the prompt screen as shown below and press Enter. You select the template name - it may be up to 10 characters in length, and may contain letters, numbers or both. **NOTE:** Use your own template name for this example.

```

SP320A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP320AO        CREATE PAYMENT REQUESTOR TEMPLATE PROMPT SCREEN        HH:MM:SS
01/08/1997 T

ACTION:  A  <A> ADD TEMPLATE    <C> CHANGE TEMPLATE    <D> DELETE TEMPLATE

          REQUESTOR ID:    0101234

          TEMPLATE NAME:  FEDDRAW

          AGENCY LOCATION CODE/REGION: 11000001 /

          RECIPIENT ID:    0101111

          F4=MENU F5=MAIN

```

**STEP 1 - RESULT:**

The following screen appears with Account IDs for the Federal Agency - Recipient Organization combination specified on the prompt. The F8=PGDN function key displayed at the bottom of the screen indicates that there are additional accounts displayed for this Federal Agency-Recipient Organization combination.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP325AO        CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN        HH:MM:SS
01/08/1997 T

TEMPLATE NAME: FEDDRAW                      REQUESTOR ID: 0101234
AGENCY LOCATION CODE/REGION: 11000001/      RECIPIENT ID: 0101111

          SELECT <A> TO ADD ACCOUNTS    <D> TO DELETE ACCOUNTS)

          SELECT                          ACCOUNT ID
                                         F1R10001
                                         F1R10002
                                         F1R10003
                                         F1R10004
                                         F1R10005
                                         F1R10006
                                         F1R10007
                                         F1R10008
          <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE

ACTION:      (P=POST, R=REFRESH, E=ESCAPE)

                                         F8=PGDN F9=ALC F10=RO

```

**STEP 2 - ACTION:**

Enter the letter A in the select field to add each desired Account ID to the Template. Enter the letter P in the action field and press Enter.



```
SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP325AO         CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN      HH:MM:SS
01/08/1997 T

TEMPLATE NAME: FEDDRAW                      REQUESTOR ID: 0101234
AGENCY LOCATION CODE/REGION: 11000001/      RECIPIENT ID: 0101111

        SELECT <A> TO ADD ACCOUNTS      <D> TO DELETE ACCOUNTS)

                SELECT                                ACCOUNT ID
                                F1R10001
                                F1R10002
                                F1R10003
                                F1R10004
                                A      F1R10005
                                A      F1R10006
                                A      F1R10007
                                F1R10008
                                <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE
ACTION: P      (P=POST, R=REFRESH, E=ESCAPE)          F8=PGDN F9=ALC F10=RO
```

## STEP 2 - RESULT:

The system posts the template.

```
SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP325AO         CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN      HH:MM:SS
01/08/1997 T

TEMPLATE NAME: FEDDRAW                      REQUESTOR ID: 0101234
AGENCY LOCATION CODE/REGION: 11000001/      RECIPIENT ID: 0101111

        SELECT <A> TO ADD ACCOUNTS      <D> TO DELETE ACCOUNTS)

                SELECT                                ACCOUNT ID
                                F1R10001
                                F1R10002
                                F1R10003
                                F1R10004
                                A      F1R10005
                                A      F1R10006
                                A      F1R10007
                                F1R10008
                                <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE
ACTION:      (P=POST, R=REFRESH, E=ESCAPE)          F3=PRMT F4=MENU F5=MAIN          F11=NWTP

I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.
```

## STEP 3 - ACTION:

Press F11=NWTP (new template) to return to the Create Payment Requestor Template Prompt screen.

```
SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP325AO        CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN        HH:MM:SS
01/08/1997 T

TEMPLATE NAME: FEDDRAW                      REQUESTOR ID: 0101234
AGENCY LOCATION CODE/REGION: 11000001/      RECIPIENT ID: 0101111

        SELECT <A> TO ADD ACCOUNTS        <D> TO DELETE ACCOUNTS)

        SELECT                                ACCOUNT ID
                                           F1R10001
                                           F1R10002
                                           F1R10003
                                           F1R10004
        A                                F1R10005
        A                                F1R10006
        A                                F1R10007
                                           F1R10008
        <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE

ACTION:      (P=POST, R=REFRESH, E=ESCAPE)
              F3=PRMT F4=MENU F5=MAIN
I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.      F11=NWTP
```

### STEP 3 - RESULT:

The Create Payment Requestor Template Prompt Screen appears. Note: The Requestor ID does not appear automatically when returning to the prompt screen via the F11 option.

```
SP320A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP320AO        CREATE PAYMENT REQUESTOR TEMPLATE PROMPT SCREEN        HH:MM:SS
01/08/1997 T

ACTION:      <A> ADD TEMPLATE    <C> CHANGE TEMPLATE    <D> DELETE TEMPLATE

REQUESTOR ID:

TEMPLATE NAME:

AGENCY LOCATION CODE/REGION:          /

RECIPIENT ID:

F4=MENU F5=MAIN
```

### EXAMPLE TWO

Using the Create Payment Template feature, you will make changes to a previously created template.

- ▶ One Federal Agency
- ▶ One Recipient Organization
- ▶ Multiple screens of accounts

**STEP 1 - ACTION:**

Fill in the prompt screen as shown below and press Enter. You will use action C to Change, and you will enter the template name of the template that you created in Example 1.

```

SP320A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP320AO        CREATE PAYMENT REQUESTOR TEMPLATE PROMPT SCREEN        HH:MM:SS
01/08/1997 T

ACTION:  C  <A> ADD TEMPLATE    <C> CHANGE TEMPLATE    <D> DELETE TEMPLATE

REQUESTOR ID:  0101234

TEMPLATE NAME:  FEDDRAW

AGENCY LOCATION CODE/REGION: 11000001 /

RECIPIENT ID:  0101111

F4=MENU F5=MAIN

```

**STEP 1 - RESULT:**

The following screen appears with Account IDs for the Federal Agency - Recipient Organization combination specified on the prompt. The accounts that are already on this template are indicated with an X before the Account ID. The F8=PGDN function key indicates that there are additional pages of account IDs for this Federal Agency-Recipient Organization combination.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP325AO        CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN        HH:MM:SS
01/08/1997 T

TEMPLATE NAME:  FEDDRAW                      REQUESTOR ID: 0101234
AGENCY LOCATION CODE/REGION: 11000001/        RECIPIENT ID: 0101111

SELECT <A> TO ADD ACCOUNTS    <D> TO DELETE ACCOUNTS)

SELECT                                ACCOUNT ID
                                F1R10001
                                F1R10002
                                F1R10003
                                F1R10004
                                X    F1R10005
                                X    F1R10006
                                X    F1R10007
                                F1R10008

                                <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE

ACTION:  (P=POST, R=REFRESH, E=ESCAPE)

                                F8=PGDN F9=ALC F10=RO

```

**STEP 2 - ACTION:**

Enter the letter A in the select field for each desired Account ID to be added to the Template. Enter the letter D in the select field for each desired Account ID to be deleted from the Template.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP325AO         CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN      HH:MM:SS
01/08/1997 T

TEMPLATE NAME: FEDDRAW                      REQUESTOR ID: 0101234
AGENCY LOCATION CODE/REGION: 11000001/      RECIPIENT ID: 0101111

        SELECT <A> TO ADD ACCOUNTS          <D> TO DELETE ACCOUNTS)

        SELECT                                ACCOUNT ID
        A                                     F1R10001
        A                                     F1R10002
        A                                     F1R10003
        A                                     F1R10004
        D             X                      F1R10005
        D             X                      F1R10006
        D             X                      F1R10007
        A                                     F1R10008

        <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE

ACTION: P      (P=POST, R=REFRESH, E=ESCAPE)

                                F9=ALC F10=RO

```

The system posts the revised template.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP325AO        CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN        HH:MM:SS
01/08/1997 T

TEMPLATE NAME: FEDDRAW                      REQUESTOR ID: 0101234
AGENCY LOCATION CODE/REGION: 11000001/      RECIPIENT ID: 0101111

        SELECT <A> TO ADD ACCOUNTS          <D> TO DELETE ACCOUNTS)

                SELECT                                ACCOUNT ID
                A                                F1R10001
                A                                F1R10002
                A                                F1R10003
                A                                F1R10004
                D                                X          F1R10005
                D                                X          F1R10006
                D                                X          F1R10007
                D                                F1R10008

                <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE
ACTION:      (P=POST, R=REFRESH, E=ESCAPE)
              F3=PRMT F4=MENU F5=MAIN                                F11=NWTP
I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.

```

Press F4=MENU to return to the Payment Request Processing screen.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP325AO        CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN        HH:MM:SS
01/08/1997 T

TEMPLATE NAME: FEDDRAW                      REQUESTOR ID: 0101234
AGENCY LOCATION CODE/REGION: 11000001/      RECIPIENT ID: 0101111

        SELECT <A> TO ADD ACCOUNTS      <D> TO DELETE ACCOUNTS)

                SELECT                                ACCOUNT ID
                A                                F1R10001
                A                                F1R10002
                A                                F1R10003
                A                                F1R10004
                D                                X          F1R10005
                D                                X          F1R10006
                D                                X          F1R10007
                F1R10008
        <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE

ACTION:      (P=POST, R=REFRESH, E=ESCAPE)
              F3=PRMT F4=MENU F5=MAIN                      F11=NWTP
I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.

```

### STEP 3 - RESULT:

The Payment Request Processing menu appears.

```

SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP020AO        PAYMENT REQUEST PROCESSING                            HH:MM:SS
01/08/1997 T

        <1>  TEMPLATE PAYMENT REQUEST PROMPT
        <2>  MASTER PAYMENT REQUEST PROMPT
        <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
        <4>  BOOK ENTRY ADJUSTMENT PROMPT
        <5>  PAYMENT CANCELLATION PROMPT

                                                ENTER SELECTION NUMBER:
                                                PRESS ENTER

F2=EXIT                      F5=MAIN

```

## SECTION 3.2.2

### TEMPLATE SUMMARY PAYMENT REQUEST

#### GUIDE TO EXAMPLES

The following pages contain an example of how to use the template you created in the previous section to make payment requests.

**Example 1** shows you how to use a template to make a payment request against accounts associated with a single Federal Agency - Recipient Organization combination. All users should complete the steps in this example.

**NOTE:**

- ▶ ACH payments may be warehoused for future settlement from the Template Payment Request option.
- ▶ In the event that a Template request for a warehoused payment includes funds from more than one Federal Agency, all of the accounts in question must permit payment warehousing.

**TO BEGIN MAKING A TEMPLATE PAYMENT REQUEST****ACTION:**

On the Payment Request Processing Menu, type 1 for the Template Payment Request Prompt and press Enter.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
01/08/1997 T		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
ENTER SELECTION NUMBER: <u>1</u>		
PRESS ENTER		
F2=EXIT	F5=MAIN	

**RESULT:**

The Template Payment Request Prompt appears.

SP025B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	01/08/97
SP025BO	TEMPLATE PAYMENT REQUEST PROMPT SCREEN	HH:MM:SS
01/08/1997 T		
REQUESTOR ID:	0101234	
TEMPLATE NAME:		
TYPE OF PAYMENT:	( I OR S )	
SETTLEMENT DATE:	/ /	
REQUESTOR REFERENCE NUMBER:		
F4=MENU F5=MAIN		

**EXAMPLE ONE**

Using the Template Summary Request feature, we will draw funds from one Federal Agency on



behalf of one Recipient Organization, using a previously created template. We are requesting an ACH payment.

- ▶ One Federal Agency
- ▶ One Recipient Organization
- ▶ Single page of accounts
- ▶ ACH payment

**NOTE:** Using the Template Summary Request feature eliminates the need to repeat the usage of the Agency Location Code/Region and the Recipient ID. These fields are automatically brought forward by completing the TEMPLATE NAME field.

**STEP 1 - ACTION:**

Fill in the prompt screen as shown below and press Enter. Use the template you created in the previous section.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/08/97
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT SCREEN          HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234
TEMPLATE NAME: FEDDRAW

TYPE OF PAYMENT: S (I OR S)

SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUMBER:

F4=MENU F5=MAIN

```

**STEP 1 - RESULT:**

The following screen appears for the template specified on the prompt. Note that the accounts' available balances are displayed immediately on this screen.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      01/08/97
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN    HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
TEMPLATE NAME: FEDDRAW
SETTLEMENT DATE: 01/09/1997
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001/
ASAP SEQUENCE NUMBER:
ACCOUNT ID      AVAILABLE BALANCE      AMOUNT REQUESTED      ITM #
F1R10001        $500,000.00
F1R10002        $370,000.00
F1R10003        $495,000.00

```

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

**STEP 2 - ACTION :**

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the

Action field and press Enter.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO         SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                                     PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW                                     TYPE OF PAYMENT: S
SETTLEMENT DATE: 01/09/1997                               REQUESTOR REFERENCE NUM:
RECIPIENT ID: 0101111                                     TOTAL AMOUNT REQUESTED: 3000
AGENCY LOCATION CODE/REGION: 11000001/                   CASH ON HAND:
ASAP SEQUENCE NUMBER:
  ACCOUNT ID      AVAILABLE BALANCE      AMOUNT REQUESTED      ITM #
  F1R10001        $500,000.00            1000
  F1R10002        $370,000.00            1000
  F1R10003        $495,000.00            1000

ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

### STEP 2 - RESULT :

The system posts your entries. The screen displays the updated available balances which reflects your summary payment request. The system also assigns an ASAP Sequence Number to the summary payment and Item Numbers to each component request.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO         SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                                     SUMMARY POSTED      PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW                                     TYPE OF PAYMENT: S
SETTLEMENT DATE: 01/09/1997                               REQUESTOR REFERENCE NUM:
RECIPIENT ID: 0101111                                     TOTAL AMOUNT REQUESTED: $3,000.00
AGENCY LOCATION CODE/REGION: 11000001/                   CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QM2E7V 000001 1100535
  ACCOUNT ID      AVAILABLE BALANCE      AMOUNT REQUESTED      ITM #
  F1R10001        $499,000.00            $1,000.00            01
  F1R10002        $369,000.00            $1,000.00            02
  F1R10003        $494,000.00            $1,000.00            03

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN                          F11=NWTP
I0043 SUMMARY PAYMENT REQUESTED POSTED SUCCESSFULLY.

```

### STEP 3 - ACTION:

F3=PRMT to return to a blank Template Payment Request Prompt.

```
SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          TYPE OF PAYMENT: S
SETTLEMENT DATE: 01/09/1997          REQUESTOR REFERENCE NUM:
RECIPIENT ID: 0101111          TOTAL AMOUNT REQUESTED: $3,000.00
AGENCY LOCATION CODE/REGION: 11000001/          CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QM2E7V 000001 1100535
  ACCOUNT ID          AVAILABLE BALANCE          AMOUNT REQUESTED          ITM #
F1R10001          $499,000.00          $1,000.00          01
F1R10002          $369,000.00          $1,000.00          02
F1R10003          $494,000.00          $1,000.00          03

ACTION:  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F11=NWTP
I0043 SUMMARY PAYMENT REQUESTED POSTED SUCCESSFULLY.
```

### STEP 3 - RESULT:

The blank prompt screen appears.

```
SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT SCREEN        HH:MM:SS
01/08/1997 T

REQUESTOR ID:
TEMPLATE NAME:

TYPE OF PAYMENT:  ( I OR S )

SETTLEMENT DATE:
REQUESTOR REFERENCE NUMBER:


          F4=MENU F5=MAIN
```

**SECTION 3.2.3**  
**TEMPLATE PAYMENT REQUESTS:**  
**INDIVIDUAL PAYMENTS**

**GUIDE TO EXAMPLES**

The following pages contain examples of how to use the Template Individual Payment Request feature to draw funds.

**Recall** that a summary payment must be an ACH payment, but an individual payment may be either an ACH payment or a same-day Fedwire payment.

**Example 1** shows you how to use a previously created template to make Fedwire payment requests against accounts associated with one Federal Agency and one Recipient Organization.

**Example 2** shows you how to use a previously created template to make individual ACH payment requests against accounts associated with one Federal Agency and one Recipient Organization.

**\*\*\*VERY IMPORTANT\*\*\***

A significant difference between summary and individual payment request processing is:

- ▶ summary payment requests are **posted ONCE** regardless of how many pages of accounts are requested against.
- ▶ individual payment requests must be **posted one page at a time**.

**EXAMPLE ONE**

Using the Template Individual Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, selecting from a single screen of accounts. We will request a same-day Fedwire payment.

- ▶ One Federal Agency
- ▶ One Recipient Organization
- ▶ One screen of accounts
- ▶ Same-day (Fedwire) payment

**STEP 1 - ACTION:**

Fill in the prompt screen as shown below (specifying same-day settlement) and press Enter. Use the template that you created in Example 1 of the Create Payment Requestor Template section.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT SCREEN              HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234
TEMPLATE NAME: FEDDRAW

TYPE OF PAYMENT: I (I OR S)

SETTLEMENT DATE: 01/08/1997
REQUESTOR REFERENCE NUMBER:

F4=MENU F5=MAIN

```

**STEP 1 - RESULT:**

The following screen appears for the template specified on the prompt.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO          INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW          TYPE OF PAYMENT: I
SETTLEMENT DATE: 01/08/1997    REQUESTOR REFERENCE NUM:
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001/    CASH ON HAND:
ASAP SEQUENCE NUMBER:

ACCOUNT ID      AVAILABLE BALANCE      SDP FLAG
AMOUNT REQUESTED  SETTLEMENT DATE  REQ REF NUM      ITM #
F1R10001          $499,000.00          N
01 / 08 / 1997
F1R10002          $369,000.00          N
01 / 08 / 1997
F1R10003          $494,000.00          N
01 / 08 / 1997

/ /
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 2 - ACTION :**

Change the SDP FLAG indicator to Y to correspond to the settlement date and enter the AMOUNT REQUESTED from each desired account. Enter the letter P in the Action field and press Enter.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO         INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW                      TYPE OF PAYMENT: I
SETTLEMENT DATE: 01/08/1997                REQUESTOR REFERENCE NUM:
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001/    CASH ON HAND:
ASAP SEQUENCE NUMBER:

```

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	SETTLEMENT DATE	REQ REF NUM	SDP FLAG	ITM #
F1R10001		\$499,000.00			Y	
1000		01 / 08 / 1997				
F1R10002		\$369,000.00			Y	
1000		01 / 08 / 1997				
F1R10003		\$494,000.00			Y	
1000		01 / 08 / 1997				

ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

### STEP 2 - RESULT :

The system posts your entries. The screen displays the updated available balances which reflect your payment requests.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO         INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          REQUEST(S) POSTED                      PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW                      TYPE OF PAYMENT: I
SETTLEMENT DATE: 01/08/1997                REQUESTOR REFERENCE NUM:
RECIPIENT ID: 0101111                TOTAL AMOUNT REQUESTED:
AGENCY LOCATION CODE/REGION: 11000001/    CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QM2E7V 000003 1349467

```

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	SETTLEMENT DATE	REQ REF NUM	SDP FLAG	ITM #
F1R10001	\$1,000.00	\$498,000.00	01 / 08 / 1997		Y	01
F1R10002	\$1,000.00	\$368,000.00	01 / 08 / 1997		Y	02
F1R10003	\$1,000.00	\$493,000.00	01 / 08 / 1997		Y	03

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

F3=PRMT F4=MENU F5=MAIN

F11=NWTP

I0042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED. VERIFY ALL PAGES HAVE POSTED.

### STEP 3 - ACTION:

F3=PRMT to return to a blank Template Payment Request Prompt.



```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO          INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234      REQUEST(S) POSTED          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW                                TYPE OF PAYMENT: I
SETTLEMENT DATE: 01/08/1997      REQUESTOR REFERENCE NUM:
RECIPIENT ID: 0101111      TOTAL AMOUNT REQUESTED:
AGENCY LOCATION CODE/REGION: 11000001/      CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QM2E7V 000003 1349467

```

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	SETTLEMENT DATE	REQ REF NUM	SDP FLAG	ITM #
F1R10001		\$498,000.00	01 / 08 / 1997		Y	01
F1R10002	\$1,000.00	\$368,000.00	01 / 08 / 1997		Y	02
F1R10003	\$1,000.00	\$493,000.00	01 / 08 / 1997		Y	03

```

/ /
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN          F11=NWTP
I0042  INDIVIDUAL PAYMENT REQUEST(S) APPROVED.  VERIFY ALL PAGES HAVE POSTED.

```

### STEP 3 - RESULT:

The blank prompt screen appears.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT SCREEN              HH:MM:SS
01/08/1997 T

REQUESTOR ID:
TEMPLATE NAME:

TYPE OF PAYMENT: (I OR S)

SETTLEMENT DATE:
REQUESTOR REFERENCE NUMBER:


F4=MENU F5=MAIN

```

**EXAMPLE TWO**

Using the Template Individual Request feature, we will draw funds on behalf of one Recipient organization from one Federal Agency, selecting from one screen of accounts. We will request individual ACH payments.

- ▶ One Federal Agency
- ▶ One Recipient Organization
- ▶ One screen of accounts
- ▶ ACH payments

**STEP 1 - ACTION:**

Fill in the prompt screen as shown below and press Enter.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP025BO         TEMPLATE PAYMENT REQUEST PROMPT SCREEN              HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234
TEMPLATE NAME: FEDDRAW

TYPE OF PAYMENT: I (I OR S)

SETTLEMENT DATE: 01 / 09 / 1997
REQUESTOR REFERENCE NUMBER: TRAINING

F4=MENU F5=MAIN

```

**STEP 1 - RESULT:**

The following screen appears for the template specified on the prompt.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO         INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          TYPE OF PAYMENT: I
SETTLEMENT DATE: 01/09/1997    REQUESTOR REFERENCE NUM: TRAINING
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001/    CASH ON HAND:
ASAP SEQUENCE NUMBER:

ACCOUNT ID      AVAILABLE BALANCE      SDP FLAG
AMOUNT REQUESTED  SETTLEMENT DATE  REQ REF NUM      ITM #
F1R10001        $498,000.00      N
01 / 09 / 1997
F1R10002        $368,000.00      N
01 / 09 / 1997
F1R10003        $493,000.00      N
01 / 09 / 1997

/ /
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 2 - ACTION :**

Leave the SDP Flag as N for No, since you are requesting ACH payments. Enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the Action field and press Enter.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO         INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234                      PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW                      TYPE OF PAYMENT: I
SETTLEMENT DATE: 01/09/1997                REQUESTOR REFERENCE NUM: TRAINING
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001/    CASH ON HAND:
ASAP SEQUENCE NUMBER:

ACCOUNT ID      AVAILABLE BALANCE      SDP FLAG
AMOUNT REQUESTED  SETTLEMENT DATE  REQ REF NUM      ITM #
F1R10001        $498,000.00      N
1000            01 / 09 / 1997
F1R10002        $368,000.00      N
1000            01 / 09 / 1997
F1R10003        $493,000.00      N
1000            01 / 09 / 1997

/ /
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 2 - RESULT :**

The system posts your entries .

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO         INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234      REQUEST(S) POSTED                      PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW                      TYPE OF PAYMENT: I
SETTLEMENT DATE: 01/09/1997                REQUESTOR REFERENCE NUM: TRAINING
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001/    CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QM2E7V 000003 1349467

ACCOUNT ID      AVAILABLE BALANCE      SDP FLAG
AMOUNT REQUESTED  SETTLEMENT DATE  REQ REF NUM      ITM #
F1R10001        $497,000.00      N
$1,000.00      01 / 09 / 1997                      01
F1R10002        $367,000.00      N
$1,000.00      01 / 09 / 1997                      02
F1R10003        $492,000.00      N
$1,000.00      01 / 09 / 1997                      03

/ /
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F3=PRMT F4=MENU F5=MAIN                      F11=NWTP
I0042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED. VERIFY ALL PAGES HAVE POSTED.

```

**STEP 3 - ACTION:**

Press F5=MAIN function key to return to the Main menu.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP030FO         INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY SCREEN      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234          REQUEST(S) POSTED          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW                                TYPE OF PAYMENT: I
SETTLEMENT DATE: 01/09/1997          REQUESTOR REFERENCE NUM:  TRAINING
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001/      CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QM2E7V 000003 1349467

```

ACCOUNT ID	AVAILABLE BALANCE	SDP FLAG	ITM #
AMOUNT REQUESTED	SETTLEMENT DATE	REQ REF NUM	
F1R10001	\$497,000.00	N	
	01 / 08 / 1997		01
F1R10002	\$367,000.00	N	
	01 / 08 / 1997		02
F1R10003	\$492,000.00	N	
	01 / 08 / 1997		03

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)  
 F3=PRMT F4=MENU F5=MAIN F11=NWTP  
 I0042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED. VERIFY ALL PAGES HAVE POSTED.

### STEP 3 - RESULT:

The Main menu appears.

```

SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP010AO         MAIN MENU SELECTIONS                                HH:MM:SS
01/08/1997 T

<1>  PAYMENT REQUEST PROCESSING
<2>  INQUIRY MENU
<3>  ACCOUNT/AUTHORIZATION PROCESSING
<4>  RETURNED PAYMENT PROCESSING
<5>  TABLE MAINTENANCE
<6>  FRB SUPPORT PROCESSING
<7>  REPORT REQUEST PROCESSING

ASAP ID:                                ENTER SELECTION NUMBER:
ORGANIZATION ACCESS CODE:                PRESS ENTER

F2=EXIT

```

## SECTION 3.3

### PAYMENT CANCELLATION

#### PURPOSE

In this section you will learn how to use the Payment Cancellation feature to cancel approved ACH payments that have not yet been sent to the ACH system.

## OVERVIEW

Since users have the ability to warehouse ACH payments up to 32 days into the future, it is necessary to be able to view these warehoused payments and cancel them if necessary. Through an option that is located on the Payment Request Processing Main Menu, users may cancel pending ASAP ACH payments. A pending payment is defined as either a next day ACH payment that has been approved, but not yet sent to the ACH system or an approved, future-dated (warehoused) ACH payment which also has not yet been sent to the ACH system.

Once selecting the Payment Cancellation option from the Payment Request Processing Main Menu, users will be presented with a list of payments that are eligible for cancellation. Only payments that appear on this screen are subject to cancellation. Users may select a particular payment from the summary list and will be required to view the detail of the payment prior to canceling it. If a user chooses to cancel a payment, the available balance(s) for the effected account(s) will be automatically updated. Users have immediate access to these funds.

### NOTE:

- ▶ During the development of this functionality, our Federal Agency partners indicated that they would also have a need to potentially cancel pending ACH payments. All parties should be aware of conditions that lead to the need for a Federal Agency to cancel a payment. ASAP will request Federal Agencies to notify the recipient organization/payment requestor if there is a need to cancel a payment.
- ▶ There are limitations on the types of ACH payments that Federal Agencies may cancel. In the event that a summary payment includes items that cross multiple ALC's, the Federal Agency would need to contact the payment requestor and ask them to cancel the payment in question.

The following Example illustrates how to cancel a pending ACH payment:

**SECTION 3.3.1****PAYMENT CANCELLATION:****GUIDE TO EXAMPLE**

The following pages contain an example of how to use the Payment Cancellation feature to delete a pending ACH payment.

Please note that only pending ACH payments are eligible for cancellation and they must appear on the Payment Cancellation List.

-- **All requestors** should follow Example 1 to see how this feature works.

**EXAMPLE ONE**

Using the **Payment Cancellation** feature, we will cancel the Warehoused ACH payment that we created in **Master Summary - Example 2**.

- ▶ One Federal Agency
- ▶ One Recipient Organization
- ▶ Cancel a Warehoused (ACH) payment



**STEP 1 - ACTION:**

Fill in the prompt screen using the Agency Location Code for the Federal Agency payment that needs to be canceled and enter a date range for when the Warehoused payment was requested. (NOTE: This is the date of the request was made and NOT the future settlement date.)

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP105AO          PAYMENT CANCELLATION PROMPT SCREEN                  HH:MM:SS
01/08/1997 T

ENTER:

REQUESTOR ID: 0101234

AGENCY LOCATION CODE/REGION: 11000001/
RECIPIENT ID:
ACCOUNT ID:

REQUESTOR REFERENCE NUMBER:

REQUEST DATE FROM: 12/08/1996 TO: 01/08/1997

F2=EXIT          F4=MENU F5=MAIN

```

**STEP 1 - RESULT:**

NOTE: Depending on the pace at which you proceed through the payment request examples, you may see a list that includes payments other than the warehoused payment. At a minimum, you will see the warehoused payment request on this list. Select this payment and continue.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP110AO          PAYMENT CANCELLATION LIST                            HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234          REQUESTOR REFERENCE NUMBER:
ALC/REGION: 11000001/          REQUEST DATE FROM: 12/08/1996 TO: 01/08/1997
RECIPIENT ID:                  RECIPIENT NAME:
ACCOUNT ID:

SEL  ALC/REGION  RO ID  REQ DATE  SETTLE DATE  TOTAL AMOUNT  ITEMS
    11000001/    0101111 01/08/1997  01/22/1997   $10,000.00     2

F3=PRMT  F5=MAIN  F7=PGUP  F8=PGDN  F9=ALC  F10=RO  F11=ACCT

```

**STEP 2 - ACTION:**

Enter S under the SEL field to view the payment detail information.

SP110A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97  
SP110AO PAYMENT CANCELLATION LIST HH:MM:SS  
01/08/1997 T

REQUESTOR ID: 0101234 REQUESTOR REFERENCE NUMBER:  
ALC/REGION: 11000001/ REQUEST DATE FROM: 12/08/1996 TO: 01/08/1997  
RECIPIENT ID: RECIPIENT NAME:  
ACCOUNT ID:

SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEMS
S	11000001/	0101111	01/08/1997	01/22/1997	\$10,000.00	2

F3=PRMT F5=MAIN F7=PGUP F8=PGDN F9=ALC F10=RO F11=ACCT

## STEP 2 - RESULT:

SP110A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97  
SP110AO PAYMENT CANCELLATION DETAIL HH:MM:SS  
01/08/1997 T

REQUEST DATE: 01/08/1997 REQUESTOR REF NUM: 132345678910124  
REQUEST TIME: 10:44:00 NUMBER ITEMS: 2  
SETTLEMENT DATE: 01/22/1997 REQUESTOR ID: 0101234  
TOTAL REQUESTED: \$10,000.00 PAYMENT STATUS: WAREHOUSED  
ASAP SEQUENCE: 01/08/1997 E1QP12OV 00003 1044001

ALC/REGION	RO ID	ASAP ACCOUNT	AMT REQUESTED	AVAILABLE BALANCE	ITM #
11000001/	0101111	F1R10005	\$5,000.00	\$495,000.00	01
11000001/	0101111	F1R10006	\$5,000.00	\$495,000.00	02

ACTION: (C=CANCEL PAYMENT, E= ESCAPE)  
F11=LIST

**STEP 3 - ACTION:**

Once the payment detail information has been reviewed, the payment requestor has the option to cancel the payment or escape from the Payment Cancellation function. If cancellation is chosen, enter C in the Action field. If escape is chosen, enter E in the Action field.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP110AO          PAYMENT CANCELLATION DETAIL                          HH:MM:SS
01/08/1997 T

REQUEST DATE:    01/08/1997          REQUESTOR REF NUM:  132345678910124
REQUEST TIME:    10:44:00            NUMBER ITEMS:      2
SETTLEMENT DATE: 01/22/1997          REQUESTOR ID:      0101234
TOTAL REQUESTED: $10,000.00          PAYMENT STATUS:    WAREHOUSED
ASAP SEQUENCE:   01/08/1997 E1QP12OV 00003 1044001

ALC/REGION      RO ID      ASAP ACCOUNT      AMT REQUESTED      AVAILABLE BALANCE  ITM #
11000001/       0101111    F1R10005        $5,000.00          $495,000.00       01
11000001/       0101111    F1R10006        $5,000.00          $495,000.00       02

ACTION:  C  (C=CANCEL PAYMENT, E= ESCAPE)
                                F11=LIST

```

**STEP 3 - RESULT:**

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP110AO          PAYMENT CANCELLATION DETAIL                          HH:MM:SS
01/08/1997 T

REQUEST DATE:    01/08/1997          REQUESTOR REF NUM:  132345678910124
REQUEST TIME:    10:44:00            NUMBER ITEMS:      2
SETTLEMENT DATE: 01/22/1997          REQUESTOR ID:      0101234
TOTAL REQUESTED: $10,000.00          PAYMENT STATUS:    WAREHOUSED
ASAP SEQUENCE:   01/08/1997 E1QP12OV 00003 1044001

ALC/REGION      RO ID      ASAP ACCOUNT      AMT REQUESTED      AVAILABLE BALANCE  ITM #
11000001/       0101111    F1R10005        $5,000.00          $495,000.00       01
11000001/       0101111    F1R10006        $5,000.00          $495,000.00       02

PAYMENT WILL BE CANCELED - ARE YOU SURE? (Y/N)
ACTION:  C  (C=CANCEL PAYMENT, E= ESCAPE)
                                F11=LIST

```

**STEP 4 - ACTION:**

To confirm that you wish to cancel the payment request, respond to the Are You sure? Message by typing Y and pressing Enter.

```
SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP110AO          PAYMENT CANCELLATION DETAIL                        HH:MM:SS
01/08/1997 T

REQUEST DATE: 01/08/1997          REQUESTOR REF NUM: 132345678910124
REQUEST TIME: 10:44:00            NUMBER ITEMS: 2
SETTLEMENT DATE: 01/22/1997       REQUESTOR ID: 0101234
TOTAL REQUESTED: $10,000.00       PAYMENT STATUS: WAREHOUSED
ASAP SEQUENCE: 01/08/1997 E1QP12OV 00003 1044001

ALC/REGION  RO ID    ASAP ACCOUNT    AMT REQUESTED    AVAILABLE BALANCE ITM #
11000001/   0101111  F1R10005      $5,000.00        $495,000.00      01
11000001/   0101111  F1R10006      $5,000.00        $495,000.00      02

PAYMENT WILL BE CANCELED - ARE YOU SURE? (Y/N) Y
ACTION: C (C=CANCEL PAYMENT, E= ESCAPE)
F11=LIST
```

#### STEP 4 - RESULT:

Please note that amounts associated with canceled payments update the available balance of the appropriate ASAP accounts and are immediately available.

```
SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/08/97
SP110AO          PAYMENT CANCELLATION DETAIL                        HH:MM:SS
01/08/1997 T

                        PAYMENT CANCELED

REQUEST DATE: 01/08/1997          REQUESTOR REF NUM: 132345678910124
REQUEST TIME: 10:44:00            NUMBER ITEMS: 2
SETTLEMENT DATE: 01/22/1997       REQUESTOR ID: 0101234
TOTAL REQUESTED: $10,000.00       PAYMENT STATUS: CANCELED
ASAP SEQUENCE: 01/08/1997 E1QP12OV 00003 1044001

ALC/REGION  RO ID    ASAP ACCOUNT    AMT REQUESTED    AVAILABLE BALANCE ITM #
11000001/   0101111  F1R10005      $5,000.00        $500,000.00      01
11000001/   0101111  F1R10006      $5,000.00        $500,000.00      02

PAYMENT WILL BE CANCELED - ARE YOU SURE? (Y/N) Y
ACTION: C (C=CANCEL PAYMENT, E= ESCAPE)
F3=PRMT  F4=MENU  F5=MAIN
E 0500 PAYMENT REQUEST CANCELED SUCCESSFULLY
F11=LIST
```

#### STEP 5 - ACTION:

Once the selected payment has been canceled, press F5 = MAIN to return to the Main menu.

SP110A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97  
SP110AO PAYMENT CANCELLATION DETAIL HH:MM:SS  
01/08/1997 T

**PAYMENT CANCELED**

REQUEST DATE: 01/08/1997 REQUESTOR REF NUM: 132345678910124  
REQUEST TIME: 10:44:00 NUMBER ITEMS: 2  
SETTLEMENT DATE: 01/22/1997 REQUESTOR ID: 0101234  
TOTAL REQUESTED: \$10,000.00 PAYMENT STATUS: **CANCELED**  
ASAP SEQUENCE: 01/08/1997 E1QP12OV 00003 1044001

ALC/REGION	RO ID	ASAP ACCOUNT	AMT REQUESTED	AVAILABLE BALANCE	ITM #
11000001/	0101111	F1R10005	\$5,000.00	\$500,000.00	01
11000001/	0101111	F1R10006	\$5,000.00	\$500,000.00	02

PAYMENT WILL BE CANCELED - ARE YOU SURE? (Y/N) Y

ACTION: C (C=CANCEL PAYMENT, E= ESCAPE)

F3=PRMT F4=MENU F5=MAIN

F11=NPMT

E 0500 **PAYMENT REQUEST CANCELED SUCCESSFULLY**

**STEP 5 - RESULT**

SP010A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97  
SP010AO MAIN MENU SELECTIONS HH:MM:SS  
01/08/1997 T

- <1> PAYMENT REQUEST PROCESSING
- <2> INQUIRY MENU
- <3> ACCOUNT/AUTHORIZATION PROCESSING
- <4> RETURNED PAYMENT PROCESSING
- <5> TABLE MAINTENANCE
- <6> FRB SUPPORT PROCESSING
- <7> REPORT REQUEST PROCESSING

ASAP ID:

ENTER SELECTION NUMBER:

OAC:

PRESS ENTER

F2=EXIT